



**DAWLEY HAMLETS PARISH COUNCIL**  
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**To All Members of this Parish Council** **9<sup>th</sup> May 2024**  
**You are hereby summoned to attend THE ANNUAL MEETING of the Parish Council**  
**to be held on Wednesday 15<sup>th</sup> May 2024 at 7pm at Aqueduct Primary School**

**AGENDA**

**1 Election of the Chairman**

- a) To elect a Chairman of the Council for 2024/25
- b) The Chairman to sign the Declaration of Acceptance of Office

**2 Appointment of a Vice-Chairman**

- a) To elect a Vice-Chairman of the Council for 2024/25
- b) The Vice-Chairman to sign the Declaration of Acceptance of Office

**3 Welcome**

The new Chairman will welcome everyone to the meeting

**4 Apologies for Absence**

To receive apologies

**5 Declarations of Interest**

To declare a personal or pecuniary interest in any item on the agenda

**6 Public Session**

To receive any reports from members of the public on current matters relating to the parish

**7 Minutes**

To approve the minutes of the last meeting of the Council held on the 17<sup>th</sup> April 2024 (minutes are available on the website)

**8 Councillors Reports**

To receive any reports from Councillors on current matters relating to the parish

**9 Annual Review of Council Policies, Regulations, Risk Assessments and Asset Register**

To consider the following Council Policies, Regulations, Risk Assessments and Asset Register (available on the Council website):

- a) Councillors Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Climate Emergency Action Plan
- e) Complaints Policy
- f) Dignity at Work Policy
- g) Equality and Diversity Policy
- h) GDPR Privacy Notice and Privacy Policy
- i) Grant Awarding Policy
- j) Social Media Policy
- k) Council Risk Assessment & Risk Management
- l) Christmas Trees Risk Assessment
- m) Asset Register

**10 Representatives on Outside Bodies**

To appoint representatives to the following outside bodies:

- a) Bus User Group (currently Cllr. Parker)
- b) Climate Change Working Group (currently Cllrs. Parker and S Wennington)
- c) Dawley Community Allotments Group (currently Cllrs. Barnes and B Wennington)
- d) Friends of DHLNR (currently Cllrs. Barnes and B Wennington)

- e) Friends of Horsehay Pool & Environs (currently Cllr. Mehta)
- f) Lightmoor Village Delivery Group (currently Cllr. Barnes)
- g) Lightmoor Village Management Committee (currently Cllr. Mehta)
- h) Local Access Forum (currently Cllr. Hannington)
- i) Mental Health Champion (currently Cllrs. Heighway and S Wennington)
- j) Neighbourhood Crime Reduction Group/Safer & Stronger Communities (currently the Chairman, Cllrs. Mehta and Preece and the Clerk)
- k) Shropshire Association of Local Councils/National Association of Local Councils (currently the Chairman)
- l) Shropshire Association of Local Council Clerks Network (currently the Clerk)
- m) Snow Liaison Officer (currently Cllr. Rogers)
- n) T&WC Town & Parish Council Forum (currently the Clerk)
- o) Wrekin Area Committee (currently Cllrs. Barnes and Mehta)

**11 Annual Subscriptions**

To consider payment of the following annual subscriptions:

- a) Membership of the Shropshire Association of Local Councils (SALC)
- b) Membership of the Society of Local Council Clerks (SLCC)
- c) 50Webs - website hosting
- d) Web Orchard - website support
- e) Information Commissioner - data protection registration fee

**12 Banking Arrangements**

To review and confirm bankers and on-line and cheque payment signatories

**13 Schedule of Meetings**

To approve dates and locations for the 2024/25 Council meetings.

The Council currently meets alternately at Aqueduct Primary School and Horsehay Village Hall on the third Wednesday of each month at 7pm except August and December when there is no meeting

**14 Community Action Team (CAT)**

To receive an update on the latest issues and actions

**15 Local Nature Reserves (LNR's) in the Parish**

- a) To consider a grant application from the Friends of DHLNR
- b) To receive updates from the LNR friends' groups

**16 Senior Residents Summer Party 7<sup>th</sup> June 2024**

To finalise arrangements for this event

**17 Planning Applications**

To consider planning applications and permissions

**18 Finance & Administration**

- a) To approve the monthly receipts and payments
- b) To approve the monthly budget report and bank reconciliation

**19 Annual Audit and Governance & Accountability Return**

- a) To consider and approve the final accounts for 2023/24 (**available on the website**)
- b) To consider the Internal Auditors Report 2023/24 from SDH Audit & Accounting Services (Page 3 of the AGAR) (**available on the website**)
- c) To complete and approve the Annual Governance Statement 2023/24 (Page 4 of the AGAR) by resolution
- d) To note and approve the Accounting Statements 2023/24 (Page 5 of the AGAR) by resolution
- e) To agree the dates for the elector's rights (suggested 3<sup>rd</sup> June 2024 – 12<sup>th</sup> July 2024)

Ensure the Accounting Statements are signed and dated by the person presiding at the meeting

**20 Correspondence**

**21 Items for the next agenda**

To agree items for the next meeting agenda

- 22 **Date of the next meeting, if so agreed in item 13 of the agenda, will be Wednesday 19<sup>th</sup> June 2023 at 7pm at Horsehay Village Hall**